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INTELLIGENCE COMMUNITY 1 November 2004
SECURITY IMPLEMENTING PROCEDURE (SIP) 4-1

CROSSOVERS

This SIP, which implements DCID 6/4 policy, establishes the basic procedures to be used throughout the Intelligence Community (IC) for processing crossovers. These procedures give a Government sponsor the opportunity to ask questions about the SCI eligibility of contactors who have been adjudicated by another agency.

1. The term *crossover* means a change of security sponsorship from one agency to another for a contractor or for a Government employee who is being hired as a contractor;¹ the previously sponsored access must be at the same level or higher than the access required by the new sponsor (e.g., SCI to SCI, or SCI to TOP SECRET, but not TOP SECRET to SCI). Government-to-Government and contractor-to-Government transfers do *not* constitute crossovers, because they also involve agency-specific suitability requirements.²

2. Scattered Castles is the authoritative repository for clearance and eligibility information in the Intelligence Community.

3. When a company nominates an individual to a Government agency for contractual work requiring access to classified information, the agency will conduct a Scattered Castles query to determine:

3.1 if the person has a final clearance and has been previously indoctrinated for SCI,

3.2 if the person's background investigation is within acceptable time limits,

¹ The National Industrial Security Program Operating Manual refers to Government-to-contractor crossovers as "conversions" (NISPOM, ¶2-215).

² Crossover procedures do not apply when people change employment from one company to another if the agency sponsoring their SCI access does not change. In such cases, the Government sponsor may update its records to show which contracts the person now supports.

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3.3 if the person has been determined eligible for access at a level the same as or higher than the one required for the nominated position;³ and

3.4 if the person's record is free of waivers and conditions.

4. If Scattered Castles answers "yes" to all questions, then the crossover is complete. The new sponsoring agency will make appropriate entries in Scattered Castles to indicate that the person crossed over is now cleared under its sponsorship. If the answer to any question is "no," the agency will either reject the nomination or apply such additional measures as are necessary to meet DCID 6/4 requirements.

5. Exception: Agencies may hold information about an individual not reflected in the official security record. If an agency holds substantial issue information, as defined in Annex F, DCID 6/4,⁴ indicating the person might be ineligible for continued access, then it may proceed as it would have had any of the questions addressed to Scattered Castles been answered "no."

6. The following page shows the crossover process as a flowchart.



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³ For purposes of processing crossovers, there are five sensitivity levels: SECRET, TOP SECRET, SCI without polygraph, SCI with counterintelligence-scope polygraph, and SCI with full-scope polygraph.

⁴ "Any information, or aggregate of information, that raises a significant question about the prudence of granting access eligibility. Substantial issue information constitutes the basis for granting access eligibility with waiver or condition, or for denying or revoking access eligibility." (Para 2b(2), Annex F, DCID 6/4, 2 July 1998, administratively updated 3 May 2002.)